

DOWNLOADING OFFICE CLIP ART

Insert

Go to **Clip Art**

Clip Art Gallery

Click **Online**

Choose your image by clicking on it

Download

Click **Save File**

Put a **check in do this automatically** for files like this from now on

Ok

Go back to the Clip Art Gallery window, which is usually hidden behind a few windows, and click **Import**

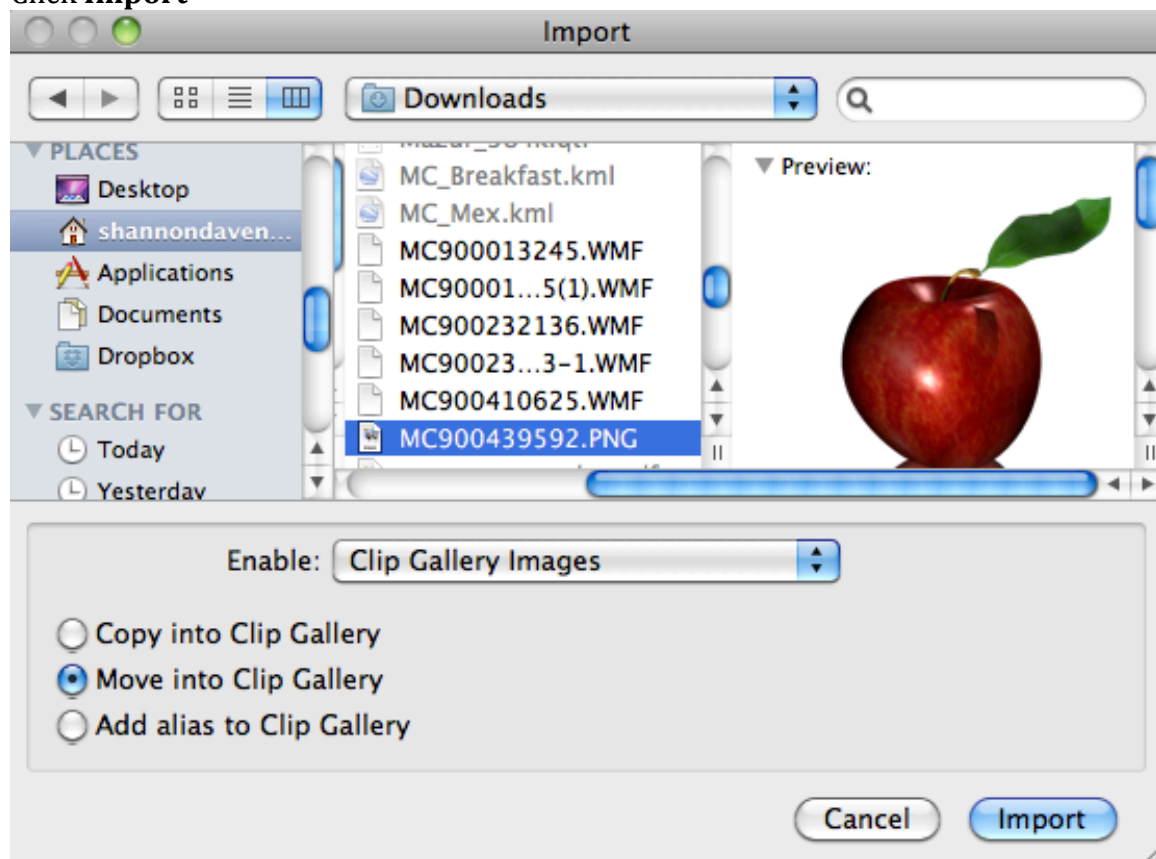
Then click **your name** on the left side of this window

Click **Downloads**

You will be able to find the name in there and **click image** is usually MC.....

Also **check Move into clip art**

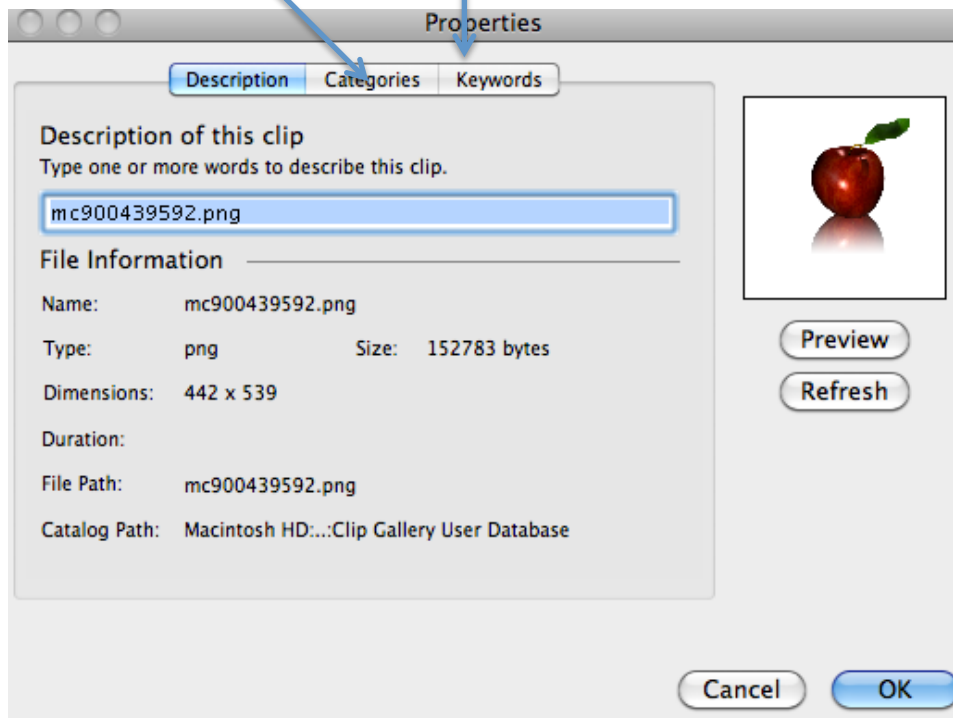
Click **Import**



Next a **Properties window** will appear where you can **retitle the image** if you like as long as you keep the extension after the period.

Choose the category for the clip to appear in the gallery.

Choose keywords to search the image in the Gallery.



This section also allows you to **choose your category** you would like to put the clip into and **choose keywords** for the image so when you search the gallery it comes up.

Change any of that you want and click **OK**

The clip will now appear in the category you choose or the default is favorites